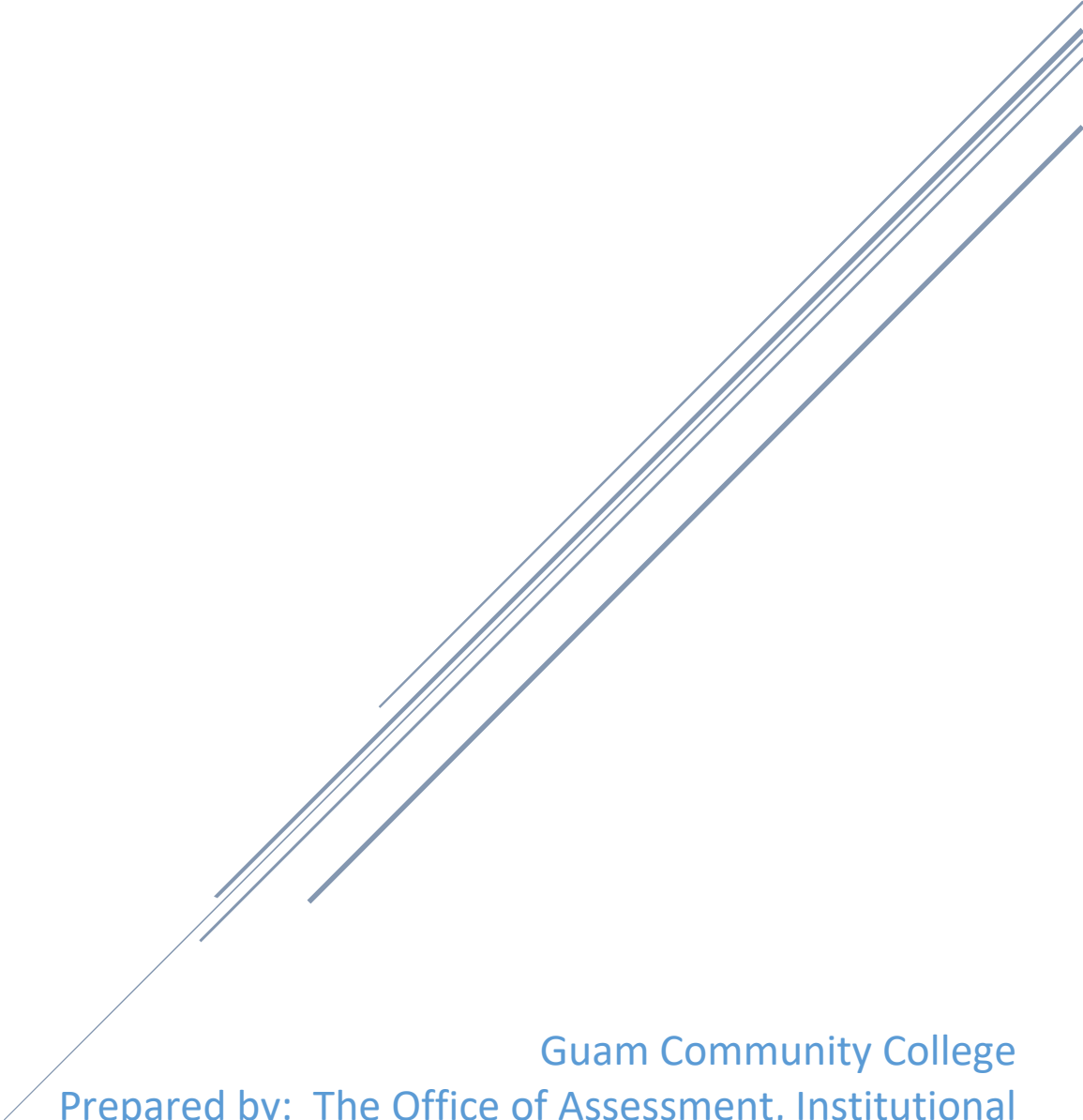


# DEGREE WORKS

## Student User Guide

A series of five parallel diagonal lines in a light blue-grey color, extending from the bottom left towards the top right of the page.

Guam Community College  
Prepared by: The Office of Assessment, Institutional  
Effectiveness & Research, 9/30/2019  
Acknowledgement to: Hawai'i Pacific University Registrar's  
Office for this adapted material.

## Introduction

In an effort to remove the obstacles to student completion and success, the Guam Community College has implemented the Ellucian Degree Works system to help students design and complete their education plans in a timely manner.

Ellucian Degree Works is a comprehensive academic advising, transfer articulation and degree audit solution that helps students and their advisors successfully navigate GCC's curriculum requirements. Students whose degree requirements are under a catalog prior to 2016-2017 should see their academic advisor for more information on what is displayed within their degree audit on the Degree Works system.

## What is Degree Works?

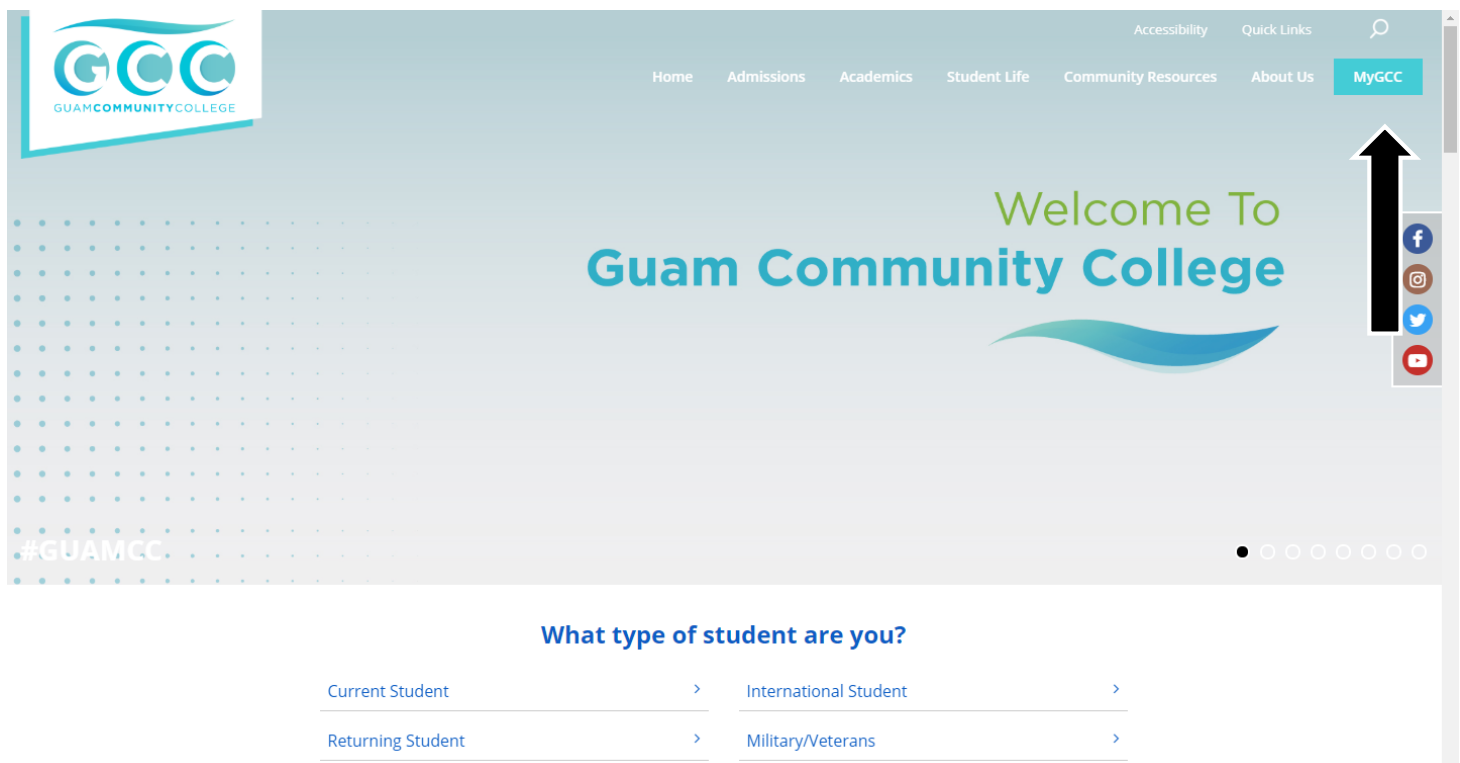
Degree Works is an online advising tool to help monitor your progress toward degree completion. Degree Works matches Guam Community College's degree requirements to the coursework you have completed or have in progress in an easy-to-read worksheet that shows how those courses count toward degree requirements. Degree Works also shows what courses you still need to take.

*Disclaimer: You are encouraged to use this degree audit report as a guide when planning your registration and long-term progress toward degree completion. It is not a substitute for academic advising. Be sure to contact your academic advisor for guidance. This audit is not your official academic transcript or a certification of degree completion.*

## Getting Started

Degree Works is available to all GCC students whose programs are in the GCC Catalog term of Fall 2016 and beyond.

To access Degree Works from the Guam Community College public website ([www.guamcc.edu](http://www.guamcc.edu)), students should login to their MyGCC account.





## Sign in to your account



☐ Remember me on this computer

[Forgot Password](#)

Still need help? Contact the GCC MIS at [email](#) or call 735-5511.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

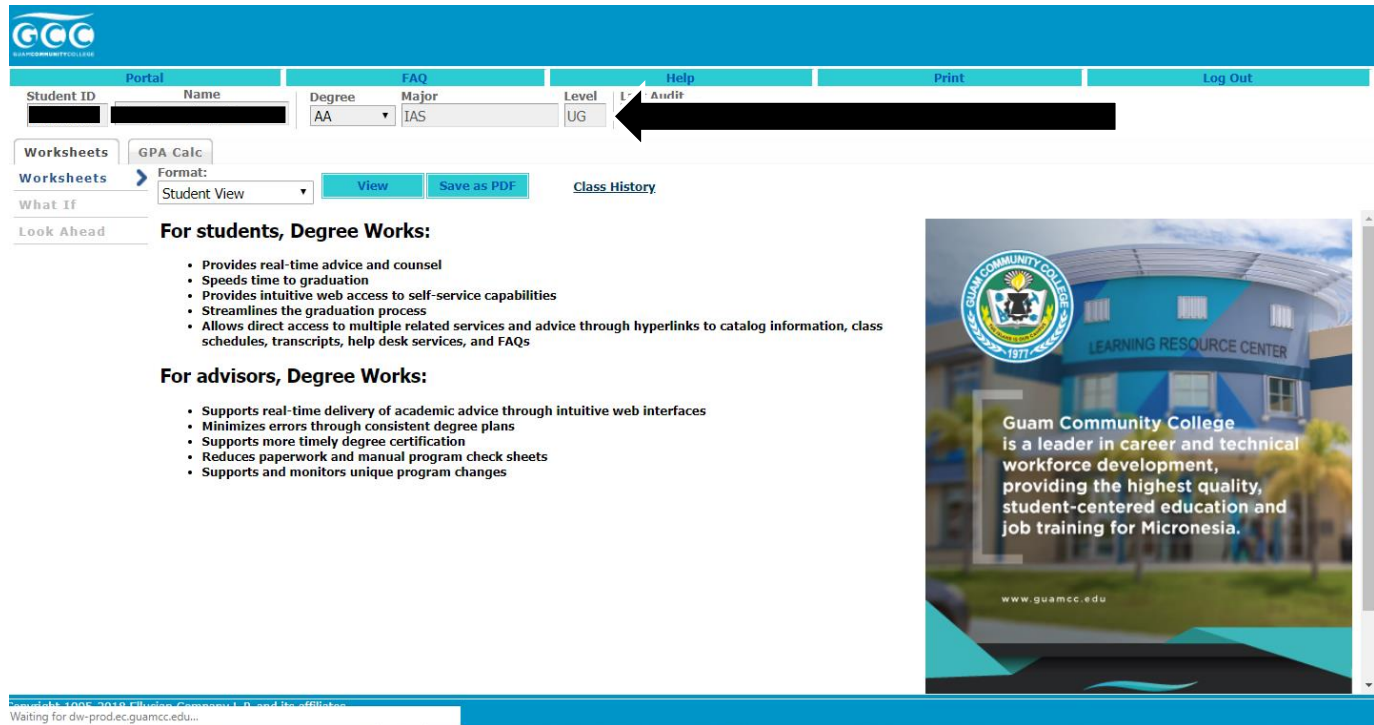
Access Degree Works via MyGCC, through your "Student Services" tab, "Degree Works Dashboard" portlet.

The screenshot shows the MyGCC portal interface. At the top, there is a navigation bar with the following tabs: Home, My Account, My Courses, Work Life, Employee Services, **Student Services** (highlighted), Faculty, Governance, MYGCC Help, My Banner, Alumni, and Sites. Below the navigation bar, the main content area is divided into three columns. The left column contains the 'Accommodative Services' portlet, which includes information about services for students with disabilities and required documentation. The middle column contains the 'Student Job Announcements' portlet, which lists various job opportunities with their respective deadlines. The right column contains the 'Grievance Disciplinary Process' portlet, which provides information about the college's policies and procedures. Below these portlets, there is a 'Campus Services' section with links to 'Student Support Services', 'GCC Emergency Procedures', and 'Room Utilization Request'. At the bottom, there is a 'Tutorial & Academic Support Service' section with a link to 'Tutoring Services'.



## Audit Toolbar

The audit toolbar is located at the top of the Degree Works Dashboard interface. Here, you will find your academic information, which populates automatically when you log in.



Functionalities	
Student ID	Shows your GCC student ID number
Name	Shows your name
Degree	Your current degree will be displayed here
Major	Your major will be displayed here
Level	Shows your status as Undergraduate
Last Audit	Shows the last date an audit was processed for you in Degree Works

## Worksheets

Degree Works generates an evaluation worksheet that displays courses taken, transfer credits, courses that will meet degree requirements, and courses in-progress.

The Worksheets are located under the audit toolbar mentioned above.

Functionalities	
Student View (default)	Provides information about your coursework and degree programs. All degree requirements are organized in blocks such as Degree, Placement, General Education, and Major. Depending on your program and activities, you may have other blocks as well.
Registration Checklist	Shows only the coursework you have left to complete.
View	Click on the View button every time you switch to a different audit format.
Save as PDF	Allows you to save your audit as it appears on the screen. This is usually the preferred view for printing.
Class History	Provides a list, organized by term, of all the courses you have taken with grades and credits. Transfer credits are also listed.
What-If	Allows you to process speculative degree audits using your current class history and analyze how a change of major would affect your progress towards graduation.
Look Ahead	Provides a way to see how planned courses would apply toward your degree.

## Formats:

There are different formats to view a degree evaluation. The view is changed through selecting the view option in the "Format" dropdown. Remember: if you change the format option, you must click the "View" button to see the new format selected.

**For students, Degree Works:**

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

**For advisors, Degree Works:**

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

Guam Community College  
is a leader in career and technical  
workforce development,  
providing the highest quality,  
student-centered education and  
job training for Micronesia.

www.guamcc.edu

Student view: this is the default viewing of a degree evaluation. This provides detailed and complete audit information.

Registration Checklist: Provides information on requirements still needing to be met. This format does provide information about which courses fulfill each requirement.

## Symbols:

Symbols are located throughout the degree plan. A description can be found in the legend.

Legend		
✓ Complete	☐ Complete except for classes in-progress	(T) Transfer Class
☐ Not Complete	☐ Nearly complete - see advisor	@ Any course number

## Legend:

The legend is available at the bottom of each degree evaluation and is a helpful guide to identify the completion of each requirement.

Legend		
✓ Complete	☐ Complete except for classes in-progress	(T) Transfer Class
☐ Not Complete	☐ Nearly complete - see advisor	@ Any course number

### Student Information:

Student information will be displayed in any view option during a degree evaluation. It will indicate the student's Academic Standing, their degree program, and overall GCC GPA.

#### Guam Community College PROD

Student View A0000Zym as of 09/30/2019 at 10:57			
Student		Level	Undergraduate
ID		Degree	Associate of Arts
Classification	Sophomore	College	Technology & Student Services
Advisor		Major	IAS
Overall GPA	3.87	Academic Standing	Good Standing

### Degree Progress:

The degree progress bar provides information as an estimate of your progress through your degree requirements. You should look through your entire degree audit to determine where you stand with regards to the requirements.

#### Degree Progress

Requirements	0%
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### Blocks:

Each section on the worksheet is called a block. The types and number of blocks can vary from student to student depending on the program.

Different types of blocks:

- Degree
- English and Mathematics Proficiency Placement
- General Education
- Major
- Attempted and Insufficient
- Not Counted
- Fallthrough Courses



## Degree Block

Degree Block is the first block that appears in the degree evaluation. It contains overall information for the degree program, as well as references to individual blocks throughout the worksheet.

- **Catalog Year:** Catalog year for degree will be displayed in the top right hand corner of the block.
- **GPA:** Your current GCC Cumulative GPA is displayed in the top right hand corner of this block.
- **Credits Required:** Indicates the number of credits required for degree completion.
- **Credits Applied:** Indicates the number of credits completed toward the required credits for degree completion.

Degree in Associate of Science		Catalog Year:	2019-2020	Credits Required:	60
		GPA:	1.92	Credits Applied:	20
<input type="checkbox"/> Minimum Total Credits Required	Still Needed:	You currently have 20 credits including both earned and in progress courses. You need a minimum of 40 additional credits and to successfully complete all graduation requirements.			
<input checked="" type="checkbox"/> Minimum Credits earned from Guam Community College					
<input type="checkbox"/> Your GPA is below 2.0	Still Needed:	A minimum overall GPA of 2.0 is required for the degree. Please contact your advisor.			
<input checked="" type="checkbox"/> English and Mathematics Proficiency Placement					
<input type="checkbox"/> General Education for Associate of Science	Still Needed:	See <b>General Education for Associate of Science</b> section			
<input type="checkbox"/> Major Requirements	Still Needed:	See <b>AS in Automotive General Service Technology</b> section			

## General Education Requirements Block

General Education Requirements Block contains all of GCC's General Education requirements.

- **Catalog Year:** Catalog year for degree will be displayed in the top right hand corner of the block.
- **GPA:** Your current GCC Cumulative GPA is displayed in the top right hand corner of this block.
- **Credits Required:** Indicates the number of credits required for General Education completion.
- **Credits Applied:** Indicates the number of credits completed toward the required credits for degree completion.

General Education for Associate of Science		Catalog Year:	2019-2020	Credits Required:	19
		GPA:	3.00	Credits Applied:	6
<input type="checkbox"/> Minimum General Education Credits Required	Still Needed:	You currently have 6 credits including both earned and in progress courses. You need a minimum of 13 additional credits and to successfully complete all general education requirements. The exact number of credits you are required to complete will vary depending on your major.			
<input type="checkbox"/> English Composition	Still Needed:	1 Class in <b>EN</b> 110* or 111*			
<input type="checkbox"/> Mathematics	Still Needed:	1 Class in <b>MA</b> 110A* or 161A* or 161B*			
<input checked="" type="checkbox"/> <b>NATURAL &amp; PHYSICAL SCIENCES</b>	Still Needed:	Choose from 1 of the following:			
<input type="checkbox"/> Introduction to Chemistry & Laboratory		( 2 Classes in <b>SI</b> 101* and 101L* ) or			
<input type="checkbox"/> Introduction to Marine Biology & Laboratory		( 2 Classes in <b>SI</b> 103* and 103L* ) or			
<input type="checkbox"/> Introduction to Physical Geology & Laboratory		( 2 Classes in <b>SI</b> 105* and 105L* ) or			
<input type="checkbox"/> Environmental Biology & Laboratory		( 2 Classes in <b>SI</b> 110* and 110L ) or			
<input type="checkbox"/> Human Anatomy & Physiology I & II		( 2 Classes in <b>SI</b> 131A and 131B ) or			
<input type="checkbox"/> Applied Physics I		( 1 Class in <b>SI</b> 141* )			
<input checked="" type="checkbox"/> Social & Behavioral Sciences	<b>PY 120</b>	General Psychology	A	3	FA2010
<input checked="" type="checkbox"/> Computer Literacy	<b>CS 151</b>	Windows Applications	C	3	FA2009
<input type="checkbox"/> Humanities & Fine Arts	Still Needed:	1 Class in <b>ASL</b> 100 or <b>CH</b> 110 or <b>JA</b> 110			



## Major Block

Major Block identifies what courses are required for your program, including completed, remaining, and in-progress requirements.

- **GPA:** Your current Major GPA is displayed in the top right hand corner of this block.

AS in Automotive General Service Technology		Catalog Year:	2019-2020	Credits Required:	40
		GPA:	0.00	Credits Applied:	0
<input type="checkbox"/> Minimum Major Credits Required	Still Needed:	You currently have 0 credits including both earned and in progress courses. You need a minimum of 40 additional credits and to successfully complete all major requirements.			
<input type="checkbox"/> Program prerequisites	Still Needed:	Application to declare into the major program is required. Students who have not yet declared a major should complete the Application to Declare form. Students who desire to change their major or add a second major should complete the Change of Program/Add Second Major request form. Completed forms should be submitted to Admissions and Registration.			
<input type="checkbox"/> Intro to Automotive Service	Still Needed:	1 Class in <b>AST 100</b>			
<input type="checkbox"/> Engine Repair	Still Needed:	1 Class in <b>AST 110*</b>			
<input type="checkbox"/> Automatic Transmission and Transaxle	Still Needed:	1 Class in <b>AST 120*</b>			
<input type="checkbox"/> Manual Drive Train & Axles I	Still Needed:	1 Class in <b>AST 130*</b>			
<input type="checkbox"/> Suspension and Steering	Still Needed:	1 Class in <b>AST 140*</b>			
<input type="checkbox"/> Engine Performance I	Still Needed:	1 Class in <b>AST 180A*</b>			
<input type="checkbox"/> Brakes	Still Needed:	1 Class in <b>AST 150*</b>			
<input type="checkbox"/> Electrical/Electronic Systems	Still Needed:	1 Class in <b>AST 160*</b>			
<input type="checkbox"/> Engine Performance II	Still Needed:	1 Class in <b>AST 180B*</b>			
<input type="checkbox"/> Theory/Practicum: Suspension & Steering	Still Needed:	1 Class in <b>AST 240*</b>			
<input type="checkbox"/> Theory/Practicum: Brakes	Still Needed:	1 Class in <b>AST 250*</b>			
<input type="checkbox"/> Theory/Practicum: Engine Performance	Still Needed:	1 Class in <b>AST 260*</b>			
<input type="checkbox"/> Theory/Practicum: Electrical/Electronic	Still Needed:	1 Class in <b>AST 280*</b>			

## Insufficient Block

Insufficient Block includes repeated courses, withdrawals, and courses with unresolved (incomplete) or failed grades. Insufficient courses do not count toward the total required credits.

Insufficient		Credits Applied: 0		Classes Applied: 3
MA 108	College Algebra	F	0	SP2010
MA 108	College Algebra	F	0	SU2010
SI 130	Anatomy & Physiology	W	0	SP2011

## Fallthrough Block

Fallthrough Block is a list of courses successfully completed by you but are not applicable to the Major.

Fallthrough Courses		Credits Applied: 14		Classes Applied: 5
ED 220	Human Growth & Development	C	3	SP2011
HL 120	Medical Terminology	A	2	SP2011
HL 202	Nutrition (SL)	D	3	SP2011
MA 108	College Algebra	D	3	FA2010
OA 101	Keyboarding Applications	A	3	SP2008

## Not Counted Block

Not Counted Block is a list of courses that cannot be applied to a degree.

Not Counted		Credits Applied: 7			Classes Applied: 3
EN 100W	Fund of English - Writing	Max of zero classes/Credits exceeded	P	3	SP2008
MA 095	Pre-College Mathematics	Max of zero classes/Credits exceeded	Z	0	SP2008
MA 095	Pre-College Mathematics	Max of zero classes/Credits exceeded	P	4	FA2009

## What-If Audit

The What-If option allows you to process a speculative degree audit using your current class history and analyze how a change of major would affect your progress towards graduation. You can view which requirements are complete or incomplete in the student view format. These are not stored in the database, but they can be saved as a PDF and printed if you would like to keep a copy.

Once on the What-If tab, select a combination of:

- Degree
- Catalog Year
- Major

The Choose Your Future Classes option allows you to see how planned courses would apply toward your prospective degree program. Enter the subject codes and course numbers in the appropriate fields and click on the Add Course button.

Once all fields have been selected, return to the top, and click on "Process What-If".

The screenshot shows the 'What-If' audit interface. At the top, there are tabs for 'Worksheets', 'Notes', 'Exceptions', 'GPA Calc', and 'Admin'. Below these, a 'Format:' dropdown is set to 'Student View', and a 'Process What-If' button is visible. Two checkboxes are checked: 'Include in-progress classes' and 'Include preregistered classes'. The 'What-If' section has a blue header and contains three dropdown menus: 'Level' (Undergraduate), 'Degree' (Associate of Science), and 'Catalog Year' (Pick a Catalog Year). Below this is the 'Choose Your Different Areas of Study' section, which includes a 'Major' dropdown (Pick a Major) and a 'Chosen Areas of study' list. The 'Choose Your Future Classes' section has a blue header and includes a prompt 'Enter a course and click Add Course', two input fields for 'Subject' and 'Number', and an 'Add Course' button. To the right, there is a 'Courses you are considering' list and a 'Remove Course' button. At the bottom, a copyright notice reads 'Copyright 1995-2018 Ellucian Company L.P. and its affiliates'.

Note: If you navigate away from this page, the what-if audit cannot be accessed again unless you repeat the process as explained above.

## Look Ahead

The Look Ahead function allows you to see how certain courses would apply toward your program requirements and is a useful tool for planning future courses.

- Enter a Subject and Course Number in the appropriate fields.
- Click on the Add Course button. The course will appear in the box next to those fields.
- Repeat these steps with as many courses as you wish.
- Click the Process New button to see the audit with the prospective courses.
- Scroll down to see where each course fits. Look Ahead courses are in blue and highlighted as “planned.” If the course(s) do not satisfy any requirements, you will see them under Unrestricted Electives.
- Important: You should still consult with your academic advisor when maximizing the Look Ahead function to follow-up on degree completion and requirements.

The screenshot shows the 'Look Ahead' section of the GCC Degree Works system. At the top, there are tabs for 'Worksheets', 'Notes', 'Exceptions', 'GPA Calc', and 'Admin'. Below these, a sidebar on the left contains links for 'Worksheets', 'History', 'What If', 'Look Ahead' (which is selected and highlighted with a blue arrow), 'Financial Aid', and 'Aid History'. The main content area has a 'Format:' dropdown set to 'Student View' and a 'Process New' button. There are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. A blue banner with white text reads: 'Look Ahead To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.' Below this banner, there are two sections. The first, 'Enter a course and click Add Course', contains input fields for 'Subject' and 'Number', and an 'Add Course' button. The second, 'Courses you are considering', is a large empty box with a 'Remove Course' button at the bottom. At the very bottom of the page, a blue footer bar contains the text: 'Copyright 1995-2018 Ellucian Company L.P. and its affiliates'.

Note: The Look Ahead audit is not stored. Make sure you save and/or print before navigating away from the page.

## Problems?

If you encounter any problems with your degree evaluation, please contact your assigned Academic Advisor or contact the Office of Admissions and Registration.